

# OFFICE OF MANAGEMENT AND BUDGET - 19

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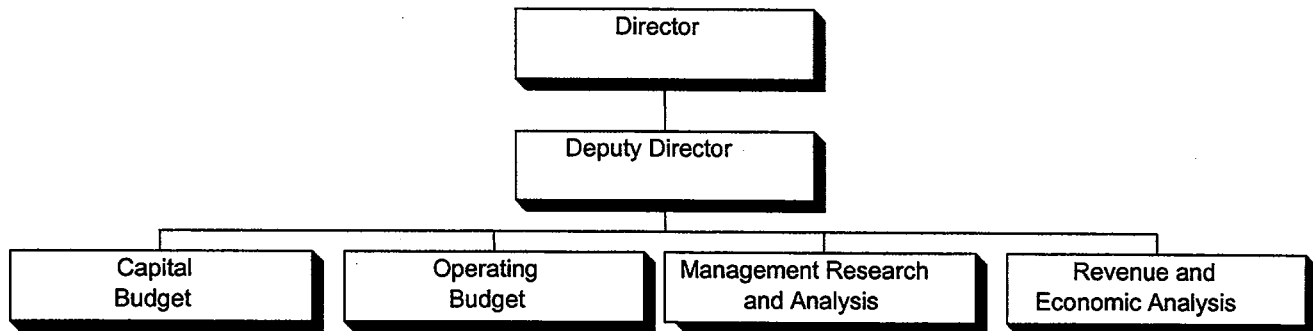
## ***MISSION***

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To maintain the fiscal integrity of the County; provide information, analysis, assistance and recommendations; implement and monitor budgetary and legislative policies and edicts. These will be performed in a timely, accurate and professional manner, while remaining courteous, cooperative, responsive, accessible and helpful to the agency's customers.

## ***ORGANIZATION CHART***

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## ***DESCRIPTION OF SERVICES***

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- Responsible for budget formulation and fiscal control.
- Prepares the Current Expense Budget and Budget-in-Brief.
- Prepares the six-year Capital Improvement Program and Capital Budget.
- Performs fiscal analyses of County revenues, expenditures and economic trends.
- Performs management analyses.
- Analyzes State and local legislation for financial impact to the County government.
- Reviews and formulates recommendations to the County Council on the budget submissions of bi-County agencies such as the Washington Suburban Sanitary Commission and the Maryland-National Capital Park and Planning Commission.
- Provides staff support to the County's Spending Affordability Committee.

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***FY2002 HIGHLIGHTS***

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- Developed, with the Office of Finance, detailed models to support the County's efforts to refinance existing debt and sell future debt under alternative rate structures. This plan enables the County to take advantage of historically low interest rates without potentially increasing the total costs of the bonds over their useful life.
- Provided compensation costing assistance to the Office of Personnel and Labor Relations on approximately 12 labor contracts covering close to two-thirds of the County's labor force. All negotiated contracts cover salaries, benefits and working conditions through the end of Fiscal Year 2003.
- Provided recommendations for transmittal to the County's Charter Review Commission on potential revisions to Article VIII (Budget and Finance) of the County Charter. Many sections of the Charter have not been revised since the 1970's. Changes to the Charter proposed by the Commission and endorsed by the County Council will be subject to referendum in the November 2002 election.
- Working in conjunction with Executive staff, the Office of Finance and staff from the Maryland-National Park and Planning Commission, developed presentations for the three New York bond rating houses on the County's present and future vision and financial situation. Although the County did not earn a rating increase, we solidified our current double A rating with Fitch, Moody's and Standard and Poor's.
- Developed with staff from the Maryland-National Capital Park and Planning Commission a presentation on preliminary census data, the impact of September 11, and how these and other factors influenced the County's ability to generate revenue. This information was presented to the County Council in November. County representatives also used some of this information for a January 2002 briefing before the Board of Education.
- Implemented a new approach to budget review and analysis whereby the OMB analyst assigned to an agency also served as the agency's budget analyst. This approach is currently being utilized for budget activities in the Department of Housing and Community Development and the Office of Information Technology and Communications.
- Assisted in developing and managing the County's Executive Management Assessment Program (EMAP). This program, based on similar performance accountability programs in New York City and Baltimore, entails information gathering and analysis to evaluate service delivery levels and identify areas of potential improvement. Agencies report on both their own performance measures and efforts to achieve relevant countywide strategic goals. OMB's role in the process is to manage the progress, identify issues for agency response, analyze performance statistics, ensure that issues and solutions are aligned with countywide strategic goals, and monitor and audit agency information. As of the close of FY2002, 15 agencies have been reviewed as part of this process.

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***FY2003 OVERVIEW***

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The Office will prepare historical data, trend analysis and other information necessary to brief the administration of the new County Executive concerning the County's budget structure and status.

The Office's Director will serve as a voting member of the new Spending Affordability Committee that will review and make recommendations on the financial shape and structure of the Maryland-National Capital Park and Planning Commission. OMB staff will assist in providing technical support.

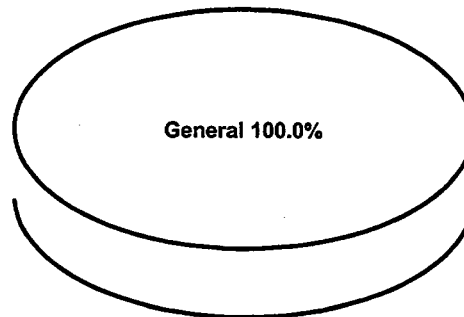
Staff will continue to serve on the County's School Construction Task Force. This work group, with representatives from the County government, Board of Education and the Maryland-National Capital Park and Planning Commission, addresses issues of mutual concern in new school siting, permitting, construction timetables and cost.

With regard to the Executive Management Analysis Program, continue to monitor and audit agency progress reports and identify further issues for evaluation and action.

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
<b>TOTAL EXPENDITURES</b>	\$ 1,186,495	\$ 1,572,100	\$ 1,560,100	\$ 1,664,600	5.9%
<b>EXPENDITURE DETAIL</b>					
Budget & Management Analysis	1,282,433	1,646,500	1,597,300	1,664,600	1.1%
Recoveries	(95,938)	(74,400)	(37,200)	0	-100%
<b>TOTAL</b>	\$ 1,186,495	\$ 1,572,100	\$ 1,560,100	\$ 1,664,600	5.9%
<b>SOURCES OF FUNDS</b>					
General Fund	\$ 1,186,495	\$ 1,572,100	\$ 1,560,100	\$ 1,664,600	5.9%
Other County Operating Funds:					
<b>TOTAL</b>	\$ 1,186,495	\$ 1,572,100	\$ 1,560,100	\$ 1,664,600	5.9%

## FY2003 SOURCES OF FUNDS

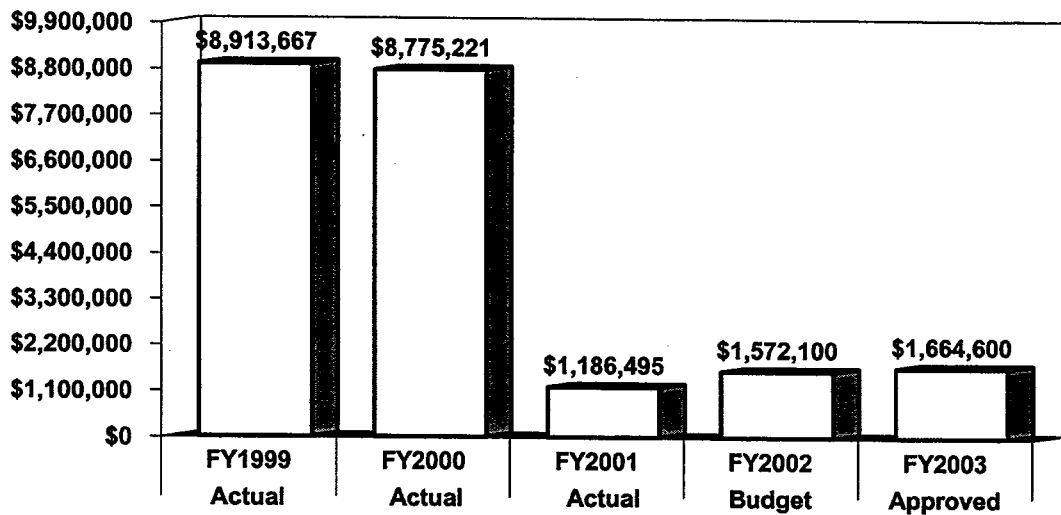
This agency's funding is derived solely from the County's General Fund.



	FY2001 BUDGET	FY2002 BUDGET	FY2003 APPROVED	CHANGE FY2002-FY2003
<b>GENERAL FUND STAFF</b>				
Full Time - Civilian	18	21	20	-1
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term Grant Funded	0	0	0	0
<b>OTHER STAFF</b>				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
<b>TOTAL</b>				
Full Time - Civilian	18	21	20	-1
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Director/Deputy/Associate Directors	3	0	0
Administrative Specialists	2	0	0
Budget/Management Analysts	11	0	0
Administrative Aides	4	0	0
<b>TOTAL</b>	<b>20</b>	<b>0</b>	<b>0</b>

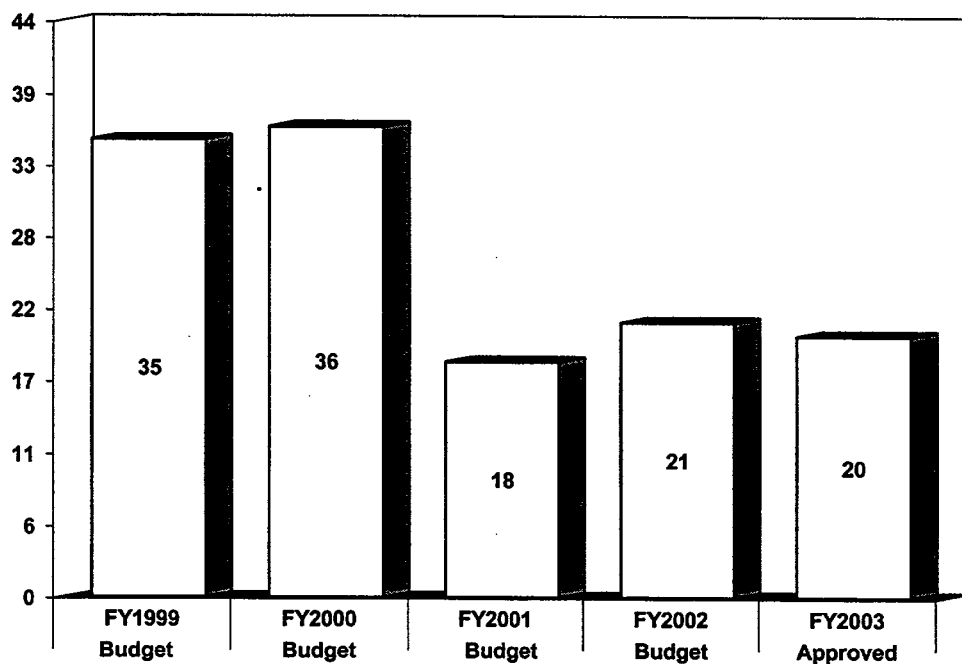
## GENERAL FUND EXPENDITURES



FY2001 actual expenditures decreased due to the transfer of Information Technology functions to the newly created Office of Information Technology and Communications (OITC).

## FULL TIME STAFF

General Fund



Staffing decreases in FY2001 were due to the transfer of positions to OITC. A position providing support to the Revenue Authority is being abolished in FY2003.

PERFORMANCE MEASURES	FY1999 ACTUAL	FY2000 ACTUAL	FY2001 ACTUAL	FY2002 ESTIMATED	FY2003 PROJECTED
<b><i>Budget and Management Analysis</i></b>					
Per Capita General Fund expenditures	1,726	1,821	1,897	1,979	2,127
% Growth in per capita expenditures	7.3	5.5	3.2	4.3	7.5
Budgetary Fund Balance (\$ Millions)	114.3	111.6	122.4	122.6	107.6
<p>Part of the increase in FY2000 per capita spending is the result of an \$8 million supplemental appropriation to the Board of Education for technology enhancements. In both the FY2001 and FY2002 budgets, \$10 million in one-time fund balance was declared and the funding allocated to the Board of Education. In FY2003, that one time funding has been replaced with continuing revenues. Budgetary fund balance is projected at 6.2% of County General Fund revenues in FY2003. The County must maintain at least a 3% reserve to satisfy legal requirements stipulated in the County Charter. County policy further recommends retaining an additional 3% in reserves to ensure a reasonable degree of stability in long-term funding for County programs and services.</p>					

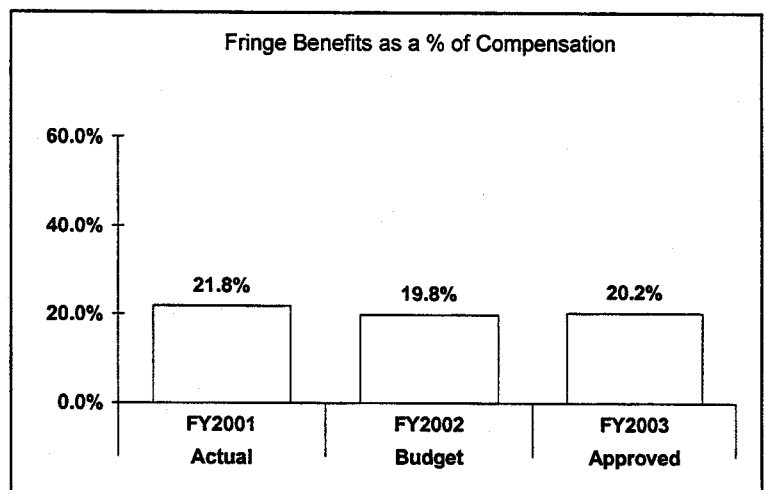
	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 872,243	\$ 1,174,600	\$ 1,148,300	\$ 1,195,700	1.8%
Fringe Benefits	189,785	232,600	226,900	241,900	4%
Operating Expenses	220,405	239,300	222,100	227,000	-5.1%
Capital Outlay	0	0	0	0	0%
	\$ 1,282,433	\$ 1,646,500	\$ 1,597,300	\$ 1,664,600	1.1%
Recoveries	(95,938)	(74,400)	(37,200)	0	-100%
<b>TOTAL</b>	<b>\$ 1,186,495</b>	<b>\$ 1,572,100</b>	<b>\$ 1,560,100</b>	<b>\$ 1,664,600</b>	<b>5.9%</b>
<b>STAFF</b>					
Full Time - Civilian	-	21	-	20	-4.8%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

Compensation includes the annualization of FY2002 merit increases and the provision of funding for FY2003 cost of living adjustments and merit increases. These increases are largely offset by the abolishment of one position providing support to the County's Revenue Authority.

Operating expenses decline due to a reduction in funding for consultant services.

Recoveries in previous years were tied to the position in OMB providing support to the Revenue Authority. Since this position has been abolished, no recovery will occur in FY2003.

MAJOR OPERATING EXPENDITURES FY2003	
Office Automation	\$ 113,100
Printing and Reproduction	\$ 65,000
Training	\$ 13,500
General and Administrative Contracts	\$ 10,000
Telephones	\$ 9,500



**BUDGET & MANAGEMENT ANALYSIS - 01**

The Budget and Management Analysis Division reviews, prepares and implements the County's Current Expense Budget, Budget-in-Brief and the six-year Capital Improvement Program and Capital Budget. This Division also reviews and analyzes the budgets of the Board of Education, Maryland-National Capital Park and Planning Commission, Redevelopment Authority, Revenue Authority, Washington Suburban Sanitary Commission and Washington Suburban Transit Commission.

Staff forecast revenues and expenditures, estimate the cost of compensation proposals, analyze the fiscal impact of proposed legislation, administer the County's Tax Differential Program, analyze management policies and organizational structures, review and recommend improvements to County programs, and conduct special studies for the County Executive or County agencies as requested.

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Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 1,282,433</b>	<b>\$ 1,646,500</b>	<b>\$ 1,597,300</b>	<b>\$ 1,664,600</b>	<b>1.1%</b>
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